

WCT FACILITATOR PREPARATION CHECKLIST

Two weeks in advance, minimally:

Completed? <input checked="" type="checkbox"/>	Task
	Access your Breeze Meeting room
	Become familiar with the layout as prescribed by the Facilitator's Guide
	Read the Facilitator's Guide, then read it again
	Familiarize yourself with the Participant's Guide
	Check with host to see if any participant with a disability needs a special accommodation
	Communicate with participants via email, to introduce yourself

One week in advance, minimally:

Completed? <input checked="" type="checkbox"/>	Task
	Access your Breeze Meeting site
	Practice conducting the session as prescribed by the Facilitator's Guide
	Ensure that the participant's employer has arranged special accommodations for any participant with a disability
	Set up any pre-session online discussions prescribed by the Facilitator's Guide; participate fully
	Review and provide feedback to participants for any pre-work prescribed by the Facilitator's Guide

Twenty-four hours in advance, minimally:

Completed? <input checked="" type="checkbox"/>	Task
	Ensure that all pods you'll need to deliver the WCT course have been set up in Breeze Meeting
	Ensure that all items you want to share are either uploaded or ready to share
	Clear every poll; ensure that Broadcast option is not checked
	Erase all screen highlights that may have been added during dry run or a previous session
	Test all Web links
	Make sure you have the correct teleconference number and pass code; post in a Notes Pod
	Check in with the course host for any last-minute instructions or changes

WCT FACILITATOR PREPARATION CHECKLIST, cont'd.

Sixty minutes before WCT session begins:

Completed? <input checked="" type="checkbox"/>	Task
	Eat something
	Take a quick walk
	Skim the Facilitator's Guide
	Re-check all polls, URLs, slides

Thirty minutes before WCT session begins:

Completed? <input checked="" type="checkbox"/>	Task
	Log in to Breeze Meeting
	Log out of all applications except those you need during the Web conference
	Put a "Do Not Disturb" sign on your door
	Prepare to share slides
	Get yourself a glass of water

Fifteen minutes before WCT session begins:

Completed? <input checked="" type="checkbox"/>	Task
	Dial in to the conference call
	Display the pod needed to start the Web conference
	Welcome each participant via a private chat message (or phone)
	Orient participants to the features of Breeze Meeting

At scheduled start time:

Completed? <input checked="" type="checkbox"/>	Task
	Follow instructions in Facilitator's Guide

WCT FACILITATOR PREPARATION CHECKLIST, cont'd.

Upon completion of course facilitation:

Completed? <input checked="" type="checkbox"/>	Task
	Review Course Evaluations – Identify changes that should be made to: <ul style="list-style-type: none"> • your facilitation skills • the course structure • the course content
	Review Assessment Scores (if automated) to assess whether or not each learner met the learning outcomes – Identify changes that should be made to: <ul style="list-style-type: none"> • course questions • course content • course structure
	Submit the following to NHI: <ul style="list-style-type: none"> • ??? • ??? • ???